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Centenary College

Graduate Bulletin

1978-1979

Master of Business Administration
Master of Education

Shreveport, Louisiana 71104

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HISTORY AND LOCATION

Centenary College of Louisiana is an independent, coeducational liberal arts college located in Shreveport. Founded in 1825 and subsequently affiliated with the United Methodist Church, it is the oldest chartered institution of higher education in the United States west of the Mississippi. The College is surrounded by a metropolitan area of approximately 350,000 inhabitants. Its rolling and beautifully wooded campus is the site of handsome examples of both Georgian colonial and contemporary architecture.

Centenary has a long and enviable history of dedication to the central principle of liberal education – that "the truth shall make you free." When studied diligently, the liberal arts develop a lasting preference for knowledge, beauty, morality, and service. The faculty and staff are dedicated to the inculcation of these values; their record for more than a century and a half has been one of success in providing academic standards for this region. Liberal education is essentially education for citizenship and for leadership in society while also valuable in developing professional competency.

POLICIES AND PURPOSES

The Graduate School was established to provide superior professional training for capable students. The Graduate Faculty is composed of professors with outstanding academic credentials as well as expertise and experience in the non-academic sector. Because graduate enrollment is purposely selective and limited, these professors work closely with individual students.

The graduate student assumes great responsibility in his or her course work and should recognize the importance of improving professional competencies through scholarly research and the true mastering of subject matter as opposed to merely passing courses. He must be aware of the necessity of continued study in order to remain informed and proficient in his special field.

Centenary College of Louisiana is an equal opportunity employer and an equal educational opportunity institution. All facets of the College's operations are administered without regard to race, creed, color, sex, national origin, or handicap.

ADMINISTRATION

The Graduate Council is composed of the Dean of the College, the Dean of the School of Business, the Chairman of the Education Department, the Director of Admissions, and the Registrar. The Council serves in an advisory capacity to the directors of the master's degree programs in the development of policy, in approving graduate curricula and courses, in ruling on exceptions to the regulations of the Graduate School, and in interviewing applications for candidacy for all advanced degrees.

DEGREES

Centenary awards two graduate degrees: the Master of Business Administration and the Master of Education (awarded in Elementary Education, Elementary School Administration and Supervision, and Secondary School Administration and Supervision).

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ACCREDITATION AND PROFESSIONAL AFFILIATION

Centenary is fully accredited at the undergraduate level by the recognized regional and national agencies; it is a member of the Southern Association of Colleges and Schools, the National Association of Schools of Music, and the American Association of University Women. The College is approved by the American Chemical Society and the University Senate of the United Methodist Church. It maintains membership in the Association of American Colleges, the American Alumni Council, the American Association of Collegiate Registrars and Admissions Officers, the National Commission on Accreditation, the National Association of Schools and Colleges of the United Methodist Church, the Louisiana Academy of Science, and the Conference of Louisiana Colleges and Universities. Accreditation at the graduate level is anticipated as soon as the Southern Association has completed the necessary evaluation procedures.

CAMPUS AND FACILITIES

The Academic heart of the college is the Magale Library, which at present houses over 130,000 volumes as well as a large collection of periodicals, music and dramatic recordings, microfilm materials, and nearly 1,000 paintings and objet d'art. Cooperative arrangements with the Green Gold Library System (serving northwest Louisiana) and the Southern College University Union (centered at Vanderbilt University) give access to books and periodicals that are not available on the campus. With the exception of the archives and rare books, the library maintains open shelves.

During the Academic year, the Magale Library is open from 8:00 a.m. until 11:00 p.m., Monday through Thursday, from 8:00 a.m. to 4:30 p.m., Friday, from 1:00 p.m. to 5:00 p.m. on Saturday, and from 2:00 p.m. to 10:00 p.m. on Sunday. Holiday schedules are announced.

The golden geodesic dome is the physical education facility of the College. The Crumley Memorial Gardens, a gift of Mr. and Mrs. Howard Crumley in memory of their son, enhance the beauty of the Campus, especially during azalea season. The land for the Centenary Campus was donated by the Atkins family and a group of their friends.

There are many distinctive buildings on campus. Brown Memorial Chapel, the gift of Paul M. Brown (Chairman Emeritus of the Board of Trustees) and Colonel S. Perry Brown (a Life Member of the Board) in memory of their parents, will seat the entire student body and faculty in their present numbers. Regular Sunday services are held there, as well as the regular chapel services held nearly every week. The Marjorie Lyons Playhouse, gift of Trustee Charlton H. Lyons, Sr., and his family, is one of the most beautiful and well-equipped college theatres in the country and the home of the Rivertown Players, the College drama group. The Ed E. Hurley Memorial Music Building, a gift of Mrs. Gladys Hurley (another Life Member of the Board of Trustees) in memory of her late husband, houses the Centenary College Hurley School of Music and provides soundproof studios and practice rooms, a recording studio, a music library, and a spacious recital hall. The Dean R. E. Smith Building, a gift of the Louisiana Conference of the United Methodist Church, has classrooms, meeting rooms, faculty offices, and contains the Nellie P. Kilpatrick Auditorium, named in memory of an Honored Trustee of Centenary College by Act of the Board of Trustees. The Mickle Hall of Science houses all the science departments and the departments of mathematics, education, and psychology, as well as the Computing Center (with an IBM 1130 computer system) and the rehearsal hall and

studio of the Centenary College Choir, an internationally famous singing group. The Centenary Choir rehearsal hall and studio was furnished through the generosity of Mrs. G. M. Anderson, a trustee of the College, and the late Mr. Anderson. Jackson Hall, named to commemorate the original site of the College, houses the humanities departments.

Administrative offices are located in Hamilton Hall, a gift of Mr. and Mrs. D. P. Hamilton. Mrs. Hamilton was a trustee of the College, and a member of the first graduating class in Shreveport. The Meadows Museum of Art, a gift of Algur H. Meadows, an alumnus, houses the Jean Despujols Collection of Indochinese Art.

EXPENSES**

Application Fee.

A one-time non-refundable application fee of $10.00 will be assessed each person making first-time application for graduate admission to Centenary College of Louisiana.

General Registration Fee.

A. Matriculation Fee – A one-time non-refundable fee of $15.00 will be assessed of each person admitted to Centenary College.
B. General Fee – A $10.00 fee paid each semester.
C. Tuition
   1. Thirty dollars ($30.00) per semester hour of credit course work at the graduate level.
   2. Thirty dollars ($30.00) per semester hour of credit course work for any undergraduate course taken within the first two semesters following matriculation to correct entrance deficiencies.
   3. Graduating Seniors who are approved for taking a maximum of six hours of graduate course work, in addition to their undergraduate program will pay the regular undergraduate costs for full or part-time course work.
D. Auditing Fee – Any student may be admitted to regular classes for audit by meeting admissions requirements and receiving the approval of the appropriate academic dean, and by paying an audit fee. The audit fee is the same as the fee charged for registering for credit. Students auditing courses will not receive credit nor will they be permitted to take a credit examination on work audited.
E. Vehicle Registration Fee – Each student using or parking a motorized vehicle on the college campus or parking lots must register the vehicle in the Business Office at the time of registration for classes and pay a $10.00 vehicle registration fee. When use of a vehicle on campus begins after registration, the unit must be registered with the Business Office and the Vehicle Registration Fee paid immediately.
F. Late Registration Fee – Any student registering after the close of the regular registration period will be charged an additional late registration fee of $25.00.
G. Change of Registration Fee – After registration is completed, a fee of $5.00 is charged for any change of registration (i.e., for each course dropped, added, or modified) not initiated by the College.
H. Graduation Fee – Candidates for all advanced degrees will pay a graduation fee of $25.00 which includes the cost of the diploma. The student

**Subject to change without notice

will also pay the rental of the academic gown, cap, and hood.

I. Textbooks – All textbooks used in the College are on sale in the Centenary Bookstore located in the Student Union Building.

J. Transcripts of Credit – Any person who has earned credit may obtain a certified copy of his record, provided he is in good standing with all departments of the College. The first transcript is furnished without charge, and a fee of $2.00 is charged for each additional transcript.

K. Parking Fines – Students who receive parking tickets must present the ticket and pay the fine at the Business Office in Hamilton Hall.

FINANCIAL ASSISTANCE

Information concerning availability of loan funds may be obtained from the Director of Admissions and the Director of Financial Aid.

WITHDRAWAL AND REFUND POLICY

Failure to attend classes does not constitute a withdrawal. Official withdrawal is the date the student receives the approval of the Dean of the College for his withdrawal; and all refunds are based on that date, regardless of the date of last attendance. Withdrawal forms are available at the office of the Dean of the College. The completed form bearing the proper signatures must be filed at the Registrar's Office.

Fall and Spring Semester tuition and refundable fees are refunded if the student withdraws within the first four class days after registration. After the fourth day of classes, the following policy applies:

1. All fees are charged.
2. Between the fifth day of classes and the third Friday after classes begin, three-fourths of the tuition is refunded.
3. Between the third Friday and sixth Friday after classes begin, one-half of the tuition is refunded.
4. After the first Friday of classes for four-week courses, no refunds are given.

Board for that part of the semester or summer session which has not been used will be refunded regardless of the date of the official withdrawal; room rent cannot be refunded, however. Students who are separated from the College as the result of disciplinary action forfeit all refund rights.

GRADUATE SCHOOL REGULATIONS

Graduate students are expected to assume responsibility for becoming fully acquainted with regulations and requirements of the Graduate School.

PROCEDURE FOR ADMISSION

Admission to the Graduate School is under the supervision of the Director of Admissions. All correspondence concerning admission should be sent to the Admissions Office.

Regular Admission

No student will be considered for regular admission until all of the following are received:

1. Completed application form with a $10 non-refundable application fee.
2. Complete official transcript work completed at each college or university attended.
3. Results of the Graduate Record Examination Aptitude test, National Teacher Examination test, or Miller Analogies Test for Graduate Study in Education; and results of the Graduate Management Aptitude test for Graduate Study in Business. The test must have been taken within five years of the date of the admission to Graduate School, or within the first 12 hours of Graduate work.
4. Admission to a graduate program does not imply admission to candidacy for a graduate degree.

Special Admission

Outstanding graduating seniors in the undergraduate program at Centenary may, with permission of the Dean and the Director, be admitted to a maximum of six (6) hours of graduate course work. Should the student fail to graduate at the close of the semester or the following summer session, credit for the graduate level work will be denied.

Conditional Status

An applicant who does not meet the requirements of a regular graduate student may be granted conditional status by a majority vote of the Graduate Admissions Committee.

Removal of Conditional Status

The removal of conditional status and continuance in the graduate program in education is determined by completion of admission procedures and the quality point average achieved by the student at the close of the semester or summer session during which he completes his first 12 semester hours of graduate work. Regular status is granted automatically to the student if, at this time, his cumulative grade point average on graduate work is 3.0 or better, and including no more than two courses with a grade of "C" or lower. A student on conditional status who fails to qualify for regular status upon completing 12 semester hours of work may not later be admitted to candidacy for a degree.

Probationary Status

A student who makes below a 3.0 grade point average will be placed on probation, and if he fails to raise that grade point average to at least a 3.0 average in the following semester, he will be dropped from the program.

Students who make more than two grades below a "B" will be dropped from the graduate program.

Re-Admission

Graduate Students whose study is not continuous in the Centenary College Graduate School must apply for re-admission to the Graduate School. The application form for re-admission may be obtained from the Admissions Office.

Non-degree Status

Any person who has earned a bachelor's or master's degree from a regionally accredited college or university and wishes to take a course or courses, but is not interested in pursuing another degree, should submit the following:

1. Completed application form with a $10.00 non-refundable application fee.
2. Photostatic copy of last degree earned.

NOTE: All completed courses taken while one is classified as a non-degree or post-masters student may apply toward a degree at a later time, if all other admissions requirements have been fulfilled. This credit must have been earned within six years of the completion of the degree.

ADMISSION OF TRANSFER STUDENTS

An applicant who has attended another graduate school and has earned at least a 3.0 average on all graduate work is eligible to apply for admission to the Graduate School at Centenary. The transfer student must also meet all admission requirements listed under the regular admission section; furthermore, he must be eligible for re-admission to the college from which he has transferred.

An applicant who has attended another graduate school and whose average on all graduate work is below a 3.0, but not lower than 2.5, may be eligible for admission to the Centenary Graduate School by action of the Graduate Admissions Committee.

An applicant with the grade of "I" from another school will be denied admission to the Centenary Graduate School.

TRANSFER OF CREDIT

In individual cases, a student, with the approval of the Graduate Admissions Committee, may transfer a maximum of six semester hours of graduate credit earned in an accredited college or university provided that:

The grade in each course accepted is "B" or better.

Each course is acceptable to the pattern of student's degree program at Centenary College.

The work considered for transfer must have been completed before the student registers in the graduate school.

The credit must have been earned within five years or less previous to the student's acceptance into a graduate program.

No graduate credit is allowed for work done by correspondence study.

GRADING SYSTEM

At the end of each semester, letter grades are given in each course. These grades, their general significance, and their equivalent quality points (used in computing averages to determine academic standing) are as follows:

A – Work of high distinction; four quality points per hour

B – Above average work; three quality points per hour

C – Average work; two quality points per hour

F – Failing work; no credit, no quality points, course credit counts as work attempted in calculating averages

I – Incomplete work given only when emergency prevents the student from completing final examination or other concluding work of the course at the scheduled time. This temporary grade must be removed by com-

pletion within one semester of the time it is assigned, or it is automatically converted to a permanent "F"

W – Withdrawal; no credit, no quality points

At mid-semester during each semester, instructors report to the Dean of the College all grades averaging below "C". These are not official grades, but are used as warnings that improvement is necessary. Faculty advisers are notified of these deficiency reports, and students should consult with their advisers immediately upon receiving them.

THE MASTER OF BUSINESS ADMINISTRATION

REQUIREMENTS FOR ENTRY INTO THE MBA PROGRAM

All students are required to apply for admission to the College. To be considered for admission to the Graduate Program in Business, the applicant must submit the information listed:

1. A completed application for Graduate Study in Business.
2. A ten dollar ($10) non-refundable application fee.
3. Official transcripts of all undergraduate and graduate work attempted.
4. Test score results from the Graduate Management Admissions Test (G.M.A.T.).

Questions about the materials required should be sent to the Admissions Office (318/869-5131).

Applicants to the Master's degree program holding bachelor's degrees from accredited institutions may be admitted to the graduate program if their academic records and personal attributes indicate the ability to pursue advanced study successfully. Applicants must present evidence of adequate preparation in their undergraduate or graduate work in business, or be willing to complete undergraduate deficiencies here at Centenary. Background courses required as preparation for the program are:

Business 203:	Principles of Accounting
Business 204:	Principles of Accounting
Business 321:	Principles of Management
Business 346:	Principles of Marketing
Business 425:	Business Finance
Economics 201:	Principles of Economics
Economics 202:	Principles of Economics
Economics 301:	Statistics
Economics 302:	Statistics
Economics 329:	Money and Banking

Students are admitted to graduate study with a grade point average of 2.5 on a scale of 4.0 and with a score of 450 or higher on the Graduate Management Admissions Test.

In cases where the applicant does not meet these requirements as stated above, his or her case will be reviewed by the Director of the Graduate Program in Business, who may grant a "conditional admission" for the first twelve (12) semester hours of graduate work at the College.

THE PROGRAM

The Master of Business Administration degree at Centenary College requires a minimum of thirty (30) semester hours of graduate work. The student is required to take the following courses for a total of twenty-seven (27) semester

*Add - Bus. 521: Business Policy & Decision Making

hours of work:

Business 501:	Advanced Accounting Theory
Business 502:	Managerial Accounting and Controllership
Business 511:	Financial Management
* Business 512:	Investment Analysis
Business 533:	Marketing Theory
Business 534:	Marketing Management Seminar
Economics 541:	Microeconomics
Economics 542:	Macroeconomics
Electives:	(3) Three Hours.

Inasmuch as the program is designed as a night offering, it is anticipated that a graduate student may enroll for a maximum of six semester hours during the regular semester and during the summer session. The student must have earned all credit applied to the Master's degree within six years of the date of the conferral of the degree.

Each student in the graduate program is required to pass a final comprehensive examination covering the areas of his or her study. The examination will be written and will be conducted within one month prior to the date of the conferral of the degree. Only one re-examination will be allowed.

MBA COURSE DESCRIPTIONS

Business 501: Advanced Accounting Theory **3 hours**

A study of the development of accounting theory since the mid 1930's. Considers controversial issues and the changing philosophy in developing and formulating accounting principles and financial reporting standards.

Business 502: Managerial Accounting & Controllership **3 hours**

Managerial requirements and uses of accounting information. The function of the controller in management, analysis of financial conformation, flexible budgeting, capital budgeting and breakeven analysis. Analysis of cost-profit-volume relationships, direct costing, historical costs, current cost, and price level adjustment.

Business 503: Accounting Seminar **3 hours**

Seminars are offered as the need is determined by the department. No more than three (3) credits in Accounting Seminars may be counted in the graduate program **nor** more than six (6) credits of any combination of the Accounting Seminars or Accounting Independent Studies may be counted in the graduate program.

Economics 541: Microeconomics **3 hours**

Advanced study of price theory, monopoly, oligopoly, competition, income distribution, and other aspects of microeconomic theory.

Economics 542: Macroeconomics **3 hours**

Advanced study of economic organizations, economic role of government, national income and product, consumption, investment, saving, fiscal and monetary theory and policy, and other aspects of macroeconomic theory.

Economics 544: Economics Seminar **3 hours**

Investigation and analysis of topics of significance to business, labor and government.

Business 511: Financial Management **3 hours**

The management of financial resources including cash, receivables, inventory, and capital assets along with sources of current and long-term financing of those assets. Emphasis is placed on analytical and decision-making aspects of the financial management function.

Business 512: Investment Analysis **3 hours**

An evaluation of capital markets and of analytical techniques useful for security analysis. Emphasis will be placed on the analysis of stocks and bonds in portfolio management.

Business 521: Business Policy and Decision-Making **3 hours**

Policy formulation and implementation. Decision-making and coordination in solving management problems in the various functional areas of production, marketing, finance, personnel, and general administration of the enterprise.

Business 522: Seminar in Personnel Management **3 hours**

Advanced study of selected topics in personnel administration, emphasis given to those which are of current importance and those which meet specific student needs. Individual and group research projects. Readings, case studies, and discussion with guest speakers.

Business 523: Special Problems in Management **3 hours**

Application of concepts and techniques of management to a particular firm or to special problems in one or more firms or establishments, may be individual or by group. Final written report with recommendations required.

Business 524: Management Information Systems Design **3 hours**

The course examines the information flow between various points of decision within functional areas of a variety of organizations. An attempt is made to develop an understanding of the routine information flow and how it can be made more effective and efficient in terms of handling, procession, refining, and dissemination.

Business 525: Management Seminar **3 hours**

Investigation and analysis of contemporary management topics of significance to business and non-business organizations.

Business 531: Marketing Problems **3 hours**

Use of the case approach to marketing problems involving the retailer, wholesaler, and manufacturer. Channels of distribution, pricing, the product, and the consumer aspects will be stressed.

Business 532: Advanced Consumer Behavior **3 hours**

Studies the behavioral facets of the marketing field, including the cultural and social stratification, reference groups, the nature and influence of individual predispositions, the effect of persuasive communication, diffusion of innovations and the learning process.

Business 533: Marketing Theory **3 hours**

Study of the theoretical social and economic aspects of distribution. Includes environmental constraints, structure, pricing, product innovations, consumer problems, marketing logistics, and institutions and their interrelationships.

Business 534: Marketing Management Seminar **3 hours**

Topical problems will be developed from an industry viewpoint and the firm's marketing activities in relationship to the industry.

THE MASTER OF EDUCATION

REQUIREMENTS FOR ENTRY INTO THE M.Ed. PROGRAM

All students are required to apply for admission to the College. To be considered for admission to the Graduate Program in Education, the applicant must submit the information listed:

1. A completed application form.
2. A ten dollar ($10) non-refundable application fee.
3. Official transcripts of all undergraduate and graduate work attempted.

4. Official scores from one of the following:
   Graduate Record Examination (Aptitude and Advanced Tests)
   National Teacher Examination (Common and Area Tests)
   Miller Analogies Test.

The catalogue and admission forms may be obtained by contacting the Admissions Office (318/869-5131).

If a person has a degree in a field other than education and is not certified to teach, he or she may enroll in M.Ed. courses while completing certification requirements here at Centenary.

Maximum Course Load

A graduate student may enroll for a maximum of nine semester hours in a regular semester and twelve semester hours in a summer term, six hours per session.

Admission to Candidacy

Admission to a graduate program does not admit a student to candidacy for a degree in education. To be eligible for admission to candidacy for the master's degree, a student must:

1. Have achieved regular graduate student status
2. Have had a degree plan approved
3. Have completed a minimum of 12 semester hours of graduate work at Centenary
4. Have earned a "B" average on all graduate work pursued

Upon the recommendation of the student's adviser and with the approval of the Chairman of the Education Department, formal admission to candidacy will be granted by vote of the Graduate Admissions Committee.

Comprehensive Final Examination

Each candidate for the master's degree in education will be required to pass a comprehensive final examination covering areas of the student's major and minor fields of study. A written examination will be conducted at least four weeks before the date on which the degree is planned to be conferred. The Graduate Admissions Committee will evaluate comprehensive final examinations.

On an original examination, a decision to pass or fail must be by majority vote; otherwise, the student is conditioned. If the committee reports that the student has failed, there will be no re-examination. A re-examination will be required to remove any conditions that the examining committee imposes upon a student; only one such re-examination will be permitted, no sooner than the following semester or summer session. The Dean of the College will set the time for re-examination upon the recommendation of the Graduate Admissions Committee. On a re-examination by the original committee, the decision to pass must be unanimous; otherwise, the student has failed.

Tuition Reimbursement for Teachers

The Louisiana Legislature passed a bill in the 1978 session enabling teachers to receive total reimbursement for graduate courses taken at Centenary College. State Department forms are available in each principal's office.

If you are included as a staff member on your school's annual report, and the courses you wish to take are a part of a degree plan, certification in an additional

field, or an expansion of current certification, you qualify for tuition exemption. Your principal can inform you of necessary procedures prior to college registration.

PROGRAM DESCRIPTIONS

Elementary School Administration and Supervision

Requirements for the major are 24 semester hours of education including:

Education 501:	Educational Research and Statistics
Education 502:	Theory and Construction of School Curriculum
Education 503-503:	Contemporary Problems in Education Independent Study
Education 505:	School Administration
Education 506:	School Law
Education 507:	School Plant and Facilities
Education 508:	School Management and Supervision

Six semester hours of electives in graduate education courses will meet the requirements of the master's degree.

Secondary School Administration and Supervision

Requirements for the major are 24 semester hours of education including:

Education 501:	Educational Research and Statistics
Education 502:	Theory and Construction of School Curriculum
Education 503-503:	Contemporary Problems in Education Independent Study
Education 505:	School Administration
Education 506:	School Law
Education 507:	School Plant and Facilities
Education 508:	School Management and Supervision

Six semester hours of electives in graduate education courses at the secondary level will meet the minimum requirements of the master's degree.

Elementary Education

Requirements for the major are 21 semester hours of education including:

Education 501:	Educational Research and Statistics
Education 502:	Theory and Construction of School Curriculum
Education 503-503:	Contemporary Problems in Education Independent Study
Education 509:	Human Relations in Educational Change
Education 510:	Measurement in Education
Education 513:	Interpersonal Communication

Nine semester hours of electives in graduate education courses at the elementary level will meet the minimum requirements for the master's degree.

M.Ed. COURSE DESCRIPTIONS

501: Educational Research and Statistics **3 hours**

The nature of scientific thinking, techniques of research design, planning and evaluation. Statistical methods used in the study of educational problems. Required of all master's candidates in education.

502: Theory and Construction of School Curriculum **3 hours**

A study of elementary and secondary school curriculum theory, design and evaluation. Social and psychological factors related to curricula – past, present and future.

503: Contemporary Problems in Education – Independent Study **3 hours**

An advanced course dealing with special problems in the different fields of education. Student will choose a problem, explore and critically appraise significant research and current development germane to the problem.

504: Supervision of Student Teaching **3 hours**

Principles and techniques of supervision; emphasis on evaluation procedures.

505: School Administration **3 hours**

Duties and responsibilities of the elementary school and secondary school principal in areas of organization, leadership, administration and supervision; principal's professional growth and his relationship to school, teachers and patrons.

506: School Law **3 hours**

Local, state and federal statutory, constitutional and case laws, rulings and opinions affecting education; legal rights and responsibilities of school personnel.

507: School Plant and Facilities **3 hours**

Buildings, grounds and equipment and their significance to the educational program.

508: School Management and Supervision **3 hours**

Principles, techniques, procedures, and instruments used in the management and supervision of instructional and auxiliary services of a school system.

509: Human Relations in Educational Change **3 hours**

Love, empathy, humor, understanding and sensitivity as they apply to administrator, teacher, non-professional personnel and student.

510: Measurement in Education **3 hours**

Theory, principles and evaluation of various types of tests. Emphasis on both teacher-made and standardized tests.

511: Improvement of the Teaching of Elementary Language Arts and Social Studies **3 hours**

Study of methods, literature, curricula, materials and research in the teaching of language arts and social studies. Emphasis on innovation.

512: Improvement of the Teaching of Elementary Mathematics and Science **3 hours**

Study of methods, literature, curricula, materials and research in the teaching of mathematics and science. Emphasis on innovation.

513: Interpersonal Communication **3 hours**

Knowledge and skills of behavior generally applicable to face-to-face communication, one's own unique style of communication, group and organizational factors which affect that communication. Teacher-student, teacher-teacher, teacher-parent, and teacher-administrator situations are stressed. Required of all pursuing master's degree in elementary education and offered as elective for all others.

595: Selected Topics **3 hours**

A detailed study of an area in education not normally covered in regular education courses. On demand.

599: Workshop in Alcohol Studies **3 hours**

The Deep South Summer School of Alcohol and Drug Studies is conducted annually at Centenary during the first part of July. This one-week course is designed to fill a need for practical training for those interested in the problems of alcoholism and drug abuse. Its goal is to explore the historical and contemporary attitudes toward drinking and drug use; to present the latest scientific information on the use and nonuse of alcohol and drugs; to develop a better understanding of the problems related to their use and how to deal with these problems; to provide information, materials, and techniques of alcohol and drug studies for instruction in the school, church, home and community. A staff of nationally recognized experts are recruited.